

UNDERHILL PLANNING COMMISSION

Thursday, February 13, 2020 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Johnathan Drew, Chair
Commissioner David Edson, Vice Chair
Commissioner Patrick Lamphere
Commissioner Val Stori
Commissioner Brian Tijan
Commissioner Lea Van Winkle

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[6:03] Chair J. Drew called the meeting to order. No general public was in attendance to provide public comment. No items were added to the agenda.

AGENDA ITEM: UPDATES REGARDING ACTION ITEMS

[6:04] No discussion relating to actions items ensued.

AGENDA ITEM: 2020 TOWN PLAN – DISCUSS DRAFT TOWN PLAN & MAPS; DISCUSS IMPLEMENTATION PLAN; APPROVE DRAFT TOWN PLAN?; PUBLIC OUTREACH (IF TIME PERMITS)

[6:04] Staff Member Strniste reviewed the most recent version of the Town Plan with the Planning Commission. Specifically, he reviewed the recommendations provided by Commissioner Wilmot, as well as reviewed the format of the Plan with the Commission.

[6:18] The Planning Commission reviewed the maps provided by Chittenden County Regional Planning Commission (CCRPC) and made the following comments:

- Map 1.1 – The depicted contour lines start at 1600 feet in elevation instead of 1500 feet in elevation.
- Map 1.2 – The map number should be changed to 1.3, and the title should be changed to “Best Interpretation of the Official Zoning Map.
- Map 3.1 – The map number should be changed to 2.3.
- Map 3.2 – Text on the map contains a reference to solar generation when the map depicts wind generation information.
- Map 3.4 – The title should be expanded to read “. . . to constraints on renewable energy development.”
- Map 3.5 – Please disregard this map if it is not required to obtain enhanced energy status. In addition, if the map is required, the title should also be expanded to read “. . . to constraints on renewable energy development.”
- Maps 3.4 and 3.5 – both maps should contain a direct reference to Table 3.1.
- The Planning Commission agreed to exclude a map depicting preferred locations.
- Map 6.1 – This map shows three-phase power in the Underhill Flats, while Maps 3.1 and 3.2 do not contain this depiction. Maps 3.1 and 3.2 should be update to depict three-phase power in Underhill Flats.

- Map 8.1 – 1 Pleasant Valley Road should be changed from mixed-use to multi-family use.

[7:08] The Planning Commission discussed then discussed the implementation plan and Planning Commission Report. The following comments were made in relation to the implementation plan:

- Add the Development Review Board (DRB) to Chapter 2 (Natural Resources), Policy 1, Strategy 4); and
- Add the Conservation Commission (CC) to Chapter 2 (Natural Resources), Policy 7, Strategy 1.

[7:35] Commissioner Van Winkle made a motion to approve the draft Town Plan, as presented, with the discussed amendments relating to pictures and maps, and make the Town Plan available for public dissemination. The motion was seconded by Commissioner Stori and approved unanimously. Chair J. Drew then inquired with Staff Member Strniste about obtaining the estimated total number of hours expended on the draft of the Town Plan. Commissioner Tijan made a motion to approve the Planning Commission Report subject to any amendments need to meet statutory requirements. The motion was seconded by Commissioner Van Winkle and approved unanimously.

[7:42] Chair J. Drew provided preliminary thoughts about the hearing process, specifically that the Commission should take careful notes on the feedback they obtain during the hearings.

[7:46] Commissioner Edson made a motion to adjourn, which was seconded by Commissioner Lamphere. The motion was approved unanimously.

Respectfully Submitted By:
Andrew Strniste, Planning Director

The minutes of the February 13, 2020 meeting were accepted this ____day of _____, 2020.

John Drew, Planning Commission Chair

New Action Items

- ☐ *Planning Commission* – Explore Potential Upcoming Projects.
- ☐ *Staff Member Strniste* – Complete the procedural requirements for the 2020 Town Plan.

Old, Incomplete Action Items

- ☐ *Staff Member Strniste* – Inquire with Katherine Sonnick about the cost of create the Jericho natural resources plan.
- ☐ *Staff Member Strniste* – Update Planning Commission Calendar.

Completed Action Items

- ☒ *Planning Commission* – Review Draft Town Plan and Provided Comments and Proposed Edits.
- ☒ *Planning Commission* – Complete the Implementation Plan.
- ☒ *Commissioner Van Winkle* – Inquired with friend about pictures.
- ☒ *Commissioner Romanoff* – Solicit photographs through the Underhill Facebook Group.
- ☒ *Commissioner Romanoff* – Draft a replacement paragraph regarding the Scenic Preservation District.
- ☒ *Staff Member Strniste* – Inquire with CCRPC Regarding Height Maximum in Town Plan.

Deadlines

- February 6, 2020 – Review maps developed by CCRPC;
- February 13, 2020 – Approve draft Town Plan for public dissemination;
- February 19, 2020 – Submit legal warning advertisement (PC) to *Burlington Free Press*;
- February 22, 2020 – Legal warning advertisement (PC) runs in the *Burlington Free Press*;
- March 26, 2020 – First Planning Commission Public Hearing;
- April 4, 2020 – Second Planning Commission Public Hearing;
- April 9, 2020 – Third Planning Commission Public Hearing;
- April 23, 2020
 - Special meeting to review and incorporate public comments and public feedback;
 - Approve and recommend for approval by Selectboard of draft Town Plan;
- April 29, 2020 – Submit legal warning advertisement (SB) to *Burlington Free Press*;
- May 2, 2020 – Legal warning advertisement (SB) runs in the *Burlington Free Press*;
- May 18, 2020 to June 23, 2020 – Selectboard holds two public hearings; and
- June 23, 2020 – Last day for Selectboard to approved proposed Town Plan.